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**From:** Christenson, Dave [Christenson.Dave@epa.gov]  
**Sent:** 2/23/2015 8:56:42 PM  
**To:** Land, Kelcey [Land.Kelcey@epa.gov]; Wilder, Scott [Wilder.Scott@epa.gov]; Chalfant, Mark [Chalfant.Mark@epa.gov]; Parker, Robert [Parker.Robert@epa.gov]  
**CC:** Elmore, Marcus [Elmore.Marcus@epa.gov]; Harrison, Donna [Harrison.Donna@epa.gov]; MacLeish, Phoebe [Macleish.Phoeb@epa.gov]; Urdiales, Aaron [Urdiales.Aaron@epa.gov]; Madigan, Andrea [Madigan.Andrea@epa.gov]; Sturn, David [sturn.david@epa.gov]  
**Subject:** RE: Coding sheet for Anaconda Aluminum Co. 104(e) initial response files

I discussed this with Scott Friday, and I take back my request to convene a meeting. We have some things to work through in the records center before we make decisions about how to process the documents.

Scott pointed out that the most immediate need for the information has already been scanned & OCR'd by Toerek, and the scanned content is on CD's in Mark Chalfant's possession. The scanned content is broken into 42 PDF files, and there is an xls index spreadsheet of the PDFs, which records the source box of the PDF & the 104(e) question the PDF file is responsive to. Several of the PDFs are quite large by SDMS standards, >100 MB. Several (all?) of the existing PDFs are combined pages from what typically would be identified as multiple documents.

So the next steps I see are:

1. Get a copy of the scanned CDs to the Records Center, and
2. Confirm by limited inspection that the CDs cover all of the boxes in question
3. Confirm Scott's evaluation that the boxes of paper documents could be sent off to FRC. If that is the case, we have different logistics to sort through than if we are planning to hold on to the documents.

Once we do that, we can put together a plan on what to do next with these boxes. I will try to get a copy of the CDs this week.

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**From:** Land, Kelcey  
**Sent:** Monday, February 23, 2015 8:06 AM  
**To:** Wilder, Scott; Christenson, Dave; Chalfant, Mark; Parker, Robert  
**Cc:** Elmore, Marcus; Harrison, Donna; MacLeish, Phoebe; Urdiales, Aaron; Madigan, Andrea; Sturn, David  
**Subject:** RE: Coding sheet for Anaconda Aluminum Co. 104(e) initial response files

Sounds good, let's get it scheduled - k

**Kelcey Land, Director**  
**RCRA/CERCLA Technical Enforcement Program, ENF-RC**  
**1595 Wynkoop St**  
**Denver, CO 80202**  
[land.kelcey@epa.gov](mailto:land.kelcey@epa.gov)  
**303-312-6393**

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**From:** Wilder, Scott  
**Sent:** Friday, February 20, 2015 5:08 PM  
**To:** Christenson, Dave; Chalfant, Mark; Parker, Robert  
**Cc:** Elmore, Marcus; Harrison, Donna; MacLeish, Phoebe; Urdiales, Aaron; Land, Kelcey; Madigan, Andrea; Sturn, David  
**Subject:** RE: Coding sheet for Anaconda Aluminum Co. 104(e) initial response files

Hi Dave,

I just left you a message regarding this issue. I think a phone call between you and me (and subsequent approval from Kelcey and Andrea) could put this to rest without a big meeting. I'm in for a bit longer today, and all next week.

Scott Wilder  
CERCLA Technical Enforcement Program  
U.S. Environmental Protection Agency, Region 8  
Currently located at:  
1200 6th Ave. ORC-158  
Seattle, WA 98101  
tel. (206)553-6693

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**From:** Christenson, Dave  
**Sent:** Friday, February 20, 2015 5:03 PM  
**To:** Chalfant, Mark; Wilder, Scott; Parker, Robert  
**Cc:** Elmore, Marcus; Harrison, Donna; MacLeish, Phoebe; Urdiales, Aaron; Land, Kelcey; Madigan, Andrea; Sturn, David  
**Subject:** FW: Coding sheet for Anaconda Aluminum Co. 104(e) initial response files

Hey folks, we need to come to a meeting of the minds here on what we are going to do at the Records Center with this large volume of material. Unfortunately, current funding and SDMS /SEMS intake processing make this a very large service request for the Records Center. A very rough estimate is that it would take several months to index and scan each document in these boxes into SDMS. I also see the attached cover letter mentions the PRP producing electronic copies of this material. I would like to get a few questions answered and probably then meet to make a plan for how to process and store these documents.

Questions:

- What is the status of DVD production of these documents by the PRP?
- Have these documents already been reviewed by EPA?
- Who will need to review them & when will that need to happen?
- What is the Montana Office role vs. the Denver Office role for this site?

If one or more of you could take a stab at those questions, I can set up a meeting/ call to figure out next steps. If any of you don't have a stake in this, and want off of this email thread, let me know as well.

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**From:** Elmore, Marcus  
**Sent:** Friday, February 20, 2015 3:11 PM  
**To:** Christenson, Dave  
**Cc:** Harrison, Donna  
**Subject:** RE: Coding sheet for Anaconda Aluminum Co. 104(e) initial response files

Thanks, Dave – I've already unpacked the first 8 boxes to dupe-check and transfer to accordion folder. I didn't see a cover letter but will go back through. I'm in the process of unpacking the second shipment of five boxes; each of these has a cover letter specifying which documents respond to which paragraphs in the information request (random example attached as two PDFs). Hope this is helpful! I'll confirm that I've found the cover letter(s) for the first 11 boxes.

Best wishes,  
Marcus

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Marcus Elmore  
Records Management Specialist III

(Contractor, ASRC Primus)  
U.S. Environmental Protection Agency, Region 8  
1595 Wynkoop St.  
Denver, CO 80202  
(303) 312-6119  
[elmore.marcus@epa.gov](mailto:elmore.marcus@epa.gov)

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**From:** Christenson, Dave  
**Sent:** Friday, February 20, 2015 2:59 PM  
**To:** Elmore, Marcus  
**Cc:** Harrison, Donna  
**Subject:** RE: Coding sheet for Anaconda Aluminum Co. 104(e) initial response files

Thanks. I left a message for Mark, but haven't spoken to him yet. Tentatively, my thought is to find the cover letter that goes with these boxes, if it isn't already, enter & scan it. Then I would re-box to FRC boxes index to the folder level or multi-folder level, and accession them off to FRC. That is a VERY tentative proposal, very much subject to the anticipated program needs for the content, and enforcement approval.

Marcus can you break into the boxes & see if there is any sort of index / contents list included in the boxes? Having that in hand would certainly help move the decision making forward.

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**From:** Elmore, Marcus  
**Sent:** Friday, February 20, 2015 1:43 PM  
**To:** Christenson, Dave  
**Cc:** Harrison, Donna  
**Subject:** Coding sheet for Anaconda Aluminum Co. 104(e) initial response files

Hi Dave – here's the coding sheet submitted by Scott Wilder for the Columbia Falls Aluminum Co.'s initial 104(e) response on the Anaconda Aluminum site. The initial 8 boxes (there are more to come, evidently) have been dupe checked and transferred to 34 accordion folders. The question is whether these should be entered into SDMS at the document level, the folder level, or the box level. Many thanks for your assistance!

Best wishes,  
Marcus